

September 18, 2003

QS50 (03-61)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – August 27, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, August 27, 2003, in Building 4200, Conference Room P110. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

Opening Remarks (Nance Jo Ogozalek/ED33)

Nance Jo welcomed everyone and stated that she would move the meeting along quickly even though some members were not present.

Safety Moment (Dennis Davis/QS50)

Dennis reported on an incident in which a crane operator was electrocuted. Two employees tried to save him, but in the process, touched the crane, which was still “energized,” and all three employees were killed. Dennis also mentioned an industry fatality involving an elevator where a person was caught in the elevator door, and an accident where a JSC security guard was T-boned by a large truck traveling at a high rate of speed, killing him instantly.

Nance Jo reminded everyone to practice safety over the holiday weekend.

Management Mentor (Axel Roth/DE01)

Axel reiterated Nance Jo’s safety warning.

Special Reports (David Glover/EG&G)

David reported on a close call incident, which occurred on August 20, 2003, in building 4707. An employee fell from a 4-foot platform onto the concrete floor. The employee was taken to the hospital, but was determined not to have any serious injuries. The chart presentation is attached as Enclosure 2.

Directorates and Offices Reports on Program Improvement Target Corrective Actions

- Customer and Employee Relations – No report
- S&MA – All actions should be closed by end of October
- Procurement – Information on the schedule was provided to Dave Spacek/QS50
- Office of Chief Counsel - The numbers have been sent to Dave Spacek/QS50
- EEO – 16 Actions; 11 have been closed, and 3 are not applicable to that office
- Office of Chief Financial Officer – Closed CAITS action
- Systems Management Office – No report
- Space Shuttle Propulsion Office – No outstanding actions
- Second Generation RLV Program Office – No report
- Office of the Director – No report

SHE Organization Reports

Industrial Safety Report (Dennis Davis/QS50)

Dennis reported on the latest Industrial Safety metrics and activities. A new safety database, Safety Observation Survey (SOS), is now available on the SHE web page. It provides all MSFC employees a quick, non-punitive means to document unsafe acts. A recent QS50 seat belt survey shows an overall decline of seatbelt usage by 10 percent as compared to 2002. The chart presentation is attached as Enclosure 3.

Non-Voting Subcommittee/Team Reports

Environmental Excellence Team

No report.

Training (Pat Shultz/CD20)

Pat reported on a training telecon with JSC, who will be sending useful information to MSFC regarding the Voluntary Protection Program (VPP).

Communications

No report.

Marshall Safety and Health Action Team (MSAT)

No report.

Topics for Marshall Team Meeting (MTM) – September 2

In addition to the normal safety metric presentation, topics selected for the MTM included the Radiation Subcommittee Report to be presented by Brian Ramsey/SD50, and the close call fall in building 4707 to be reported by David Glover/EG&G.

Open Actions (Dennis Davis/QS50)

Dennis reviewed all the open action items. The chart presentation is attached as Enclosure 4.

New Business (Nance Jo Ogozalek/ED33)

- Judy Milburn/QS50 informed the committee about the Safety Office's new campaign to put up posters in designated buildings. The "Clean Sweep" campaign will encourage employees to remove out-of-date information from bulletin boards.
- Following a discussion on what could be done to increase seatbelt usage (reference recent survey results), several attendees suggested that arrangements be made for Redstone Arsenal (RSA) gate guards to remind driver to use seatbelts. Axel Roth told a short story when he was stopped by a military policeman a number of years ago on a RSA road – what he thought may be a traffic citation, to his surprise, he was given a prize for wearing his seatbelt.
- Safety Day is October 8. Anyone interested in having a booth should sign up soon.
- Tammy Barcala's replacement on the committee will be Ray Bailey/TD53.
- Edwin Jones/AD20 asked if there were physical/medical requirements/guidelines for operators of equipment (for example mobile crane operators) identified in MWI 3410.1, Personnel Certification Program; otherwise, how does the physician know what to check.

ACTION SHE-03-021: Investigate and publish physical/medical requirements/guidelines for each related certification identified in MWI 3410.1. (Joyce Eagan/AD60; Due 02/15/04)

- Axel Roth/DE01 volunteered to find out who should be in charge of bulletin board maintenance.

The next SHE Committee Meeting will be a working meeting scheduled for Wednesday, September 10, 2003, at 2:00 p.m. in Building 4202, Conference Room 326A.

Original signed by

David J. Spacek
Manager
Industrial Safety Department

4 Enclosures

Distribution:
SHE Committee Members
SHE Web Page

Enclosure 1

SHE COMMITTEE AGENDA

Building 4200, Conference Room P-110

2:00 pm, Wednesday, August 27, 2003

Open Meeting (Nance Jo Ogozalek/Chairperson)

SHE Moment (Dennis Davis)

Management Mentor (Axel Roth/DE01)

Special Report(s)

- Fall from ~ 4 ft. Elevation Close Call (David Glover/EG&G)

Directorates and Offices Reports on Program Improvement Target Correct Actions

- Customer and Employee Relations Directorate
- Safety and Mission Assurance Directorate
- Procurement Office
- Office of Chief Counsel
- Office of Chief Financial Officer
- Equal Opportunity Office
- Systems Management Office
- Space Shuttle Propulsion Office
- Second Generation RLV Program Office
- Office of the Director

SHE Organization Reports

- Industrial Safety Report (Dennis Davis/QS50)

Non-Voting Sub-Committee/Team Reports (as time allows):

- Environmental Excellence Team (Sharon Scroggins/AD10)
- Training (Pat Schultz/CD20)
- Communications (Norma Horton/QS50)
- MSAT (Glenn Owens/LB&B)

Topics for Marshall Team Meeting (MTM) - September 2nd

- ❖ **Radiation Subcommittee Report (Brian Ramsey)**

Open Actions (Dennis Davis/QS50)

New Business - Open Floor (Nance Jo Ogozalek)

Review New Open Actions (Recorder)

**NEXT MEETING – Voting Members Working Meeting, September 10, 2003, 2:00 pm
Building 4202/Conference Room 326A**

Enclosure 2

Close Call Safety Incident at Building 4707



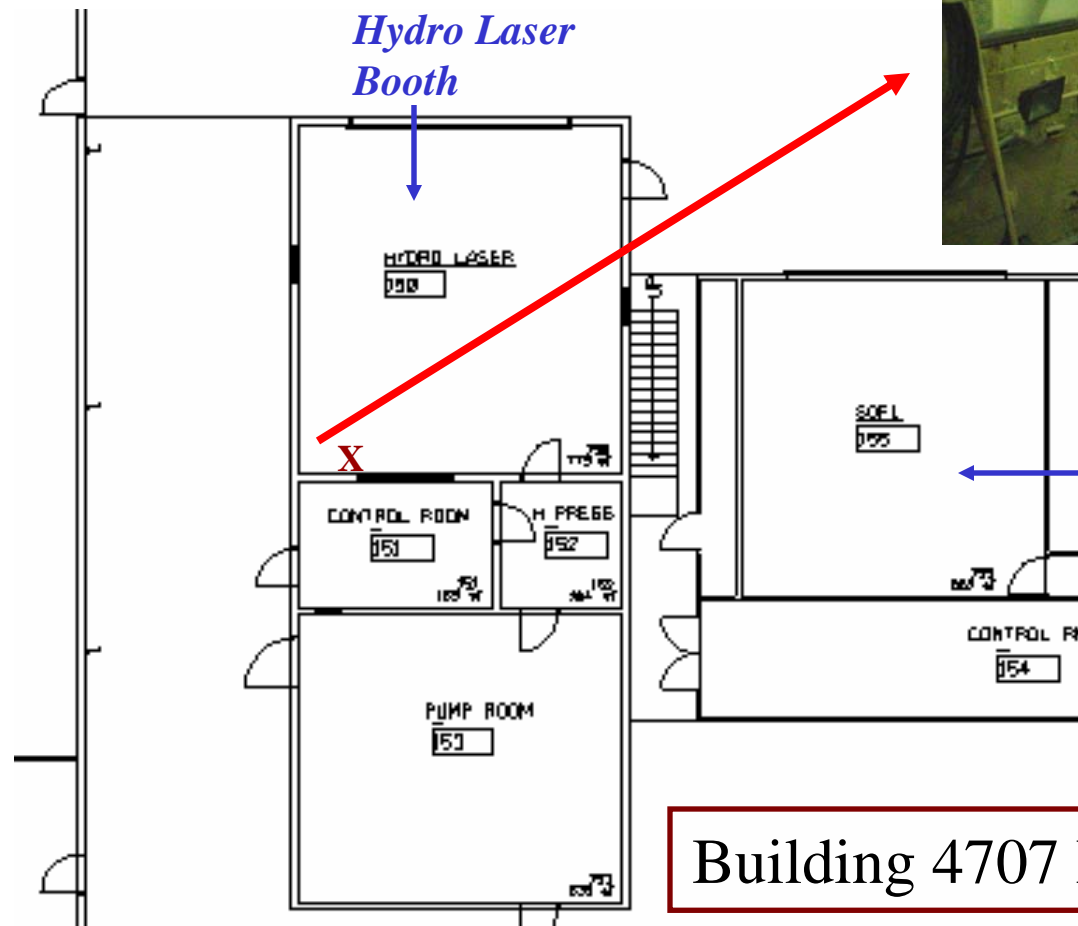
August 20, 2003 at 10:00 a.m.

WHAT OCCURRED?

On August 20, 2003, two (2) EG&G employees from the Equipment Maintenance Section of the Operational Services Branch (EG&G Logistical Support Contract) were making repairs to a high pressure air line in the Hydro Laser Booth in Building 4707. An elevated stationary platform was utilized during the repair. Ladder access was limited to the platform, so the employee climbed into position using the adjacent equipment. Upon his descent from the platform, his foot became entangled and he fell to the concrete floor below (approximately 4 feet). Possible injuries included the head, lower back, hip and leg. The employee was transported to Crestwood Hospital, examined by a physician, x-rayed, and released to come back to work. The physician determined that the employee sustained bruises only, no broken bones.

↑ N

← To Bldg 4760



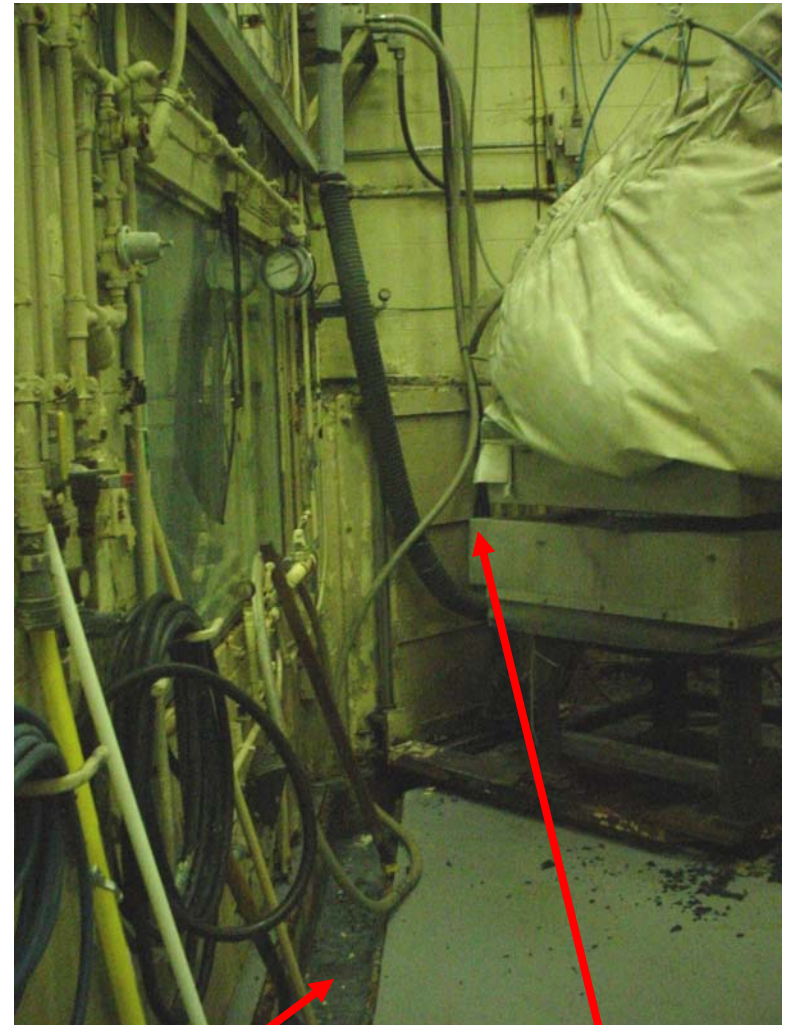
*SOFI
Booth*

X = Incident Site

Building 4707 NW Side Interior



Elevated
Platform



Open
Trench

Fall Occurred
Here

WHAT WAS OBSERVED

FACTS:

- Involved EG&G Employees had over 30 years experience at MSFC.
- Uncovered trenches (not barricaded) contributed to limited ladder access.
- Employees should have stopped work when exposed trenches were determined to be in the immediate work area.
- Employees are part of a new contract (Logistical Support) and were too eager to impress supervision.
- Individual should have never utilized equipment for ascending/descending from an elevated platform.
- Employees had been previously instructed on EG&G Safety Policies: “You are empowered to stop an unsafe act or prevent an unsafe condition” and “You are responsible for your safety”.

CORRECTIVE ACTIONS

- Employees have been counseled on proper techniques for accessing elevated platforms.
- Employees involved will do an internal safety training program detailing actions taken and/or not taken that contributed to this close call.
- Uncovered trenches were turned-in as a safety concern.
- Employees counseled on following EG&G Safety Policies and to use good safety judgement while performing their work.

MSFC Safety Data for FY03

(Current as of August 28, 2003)

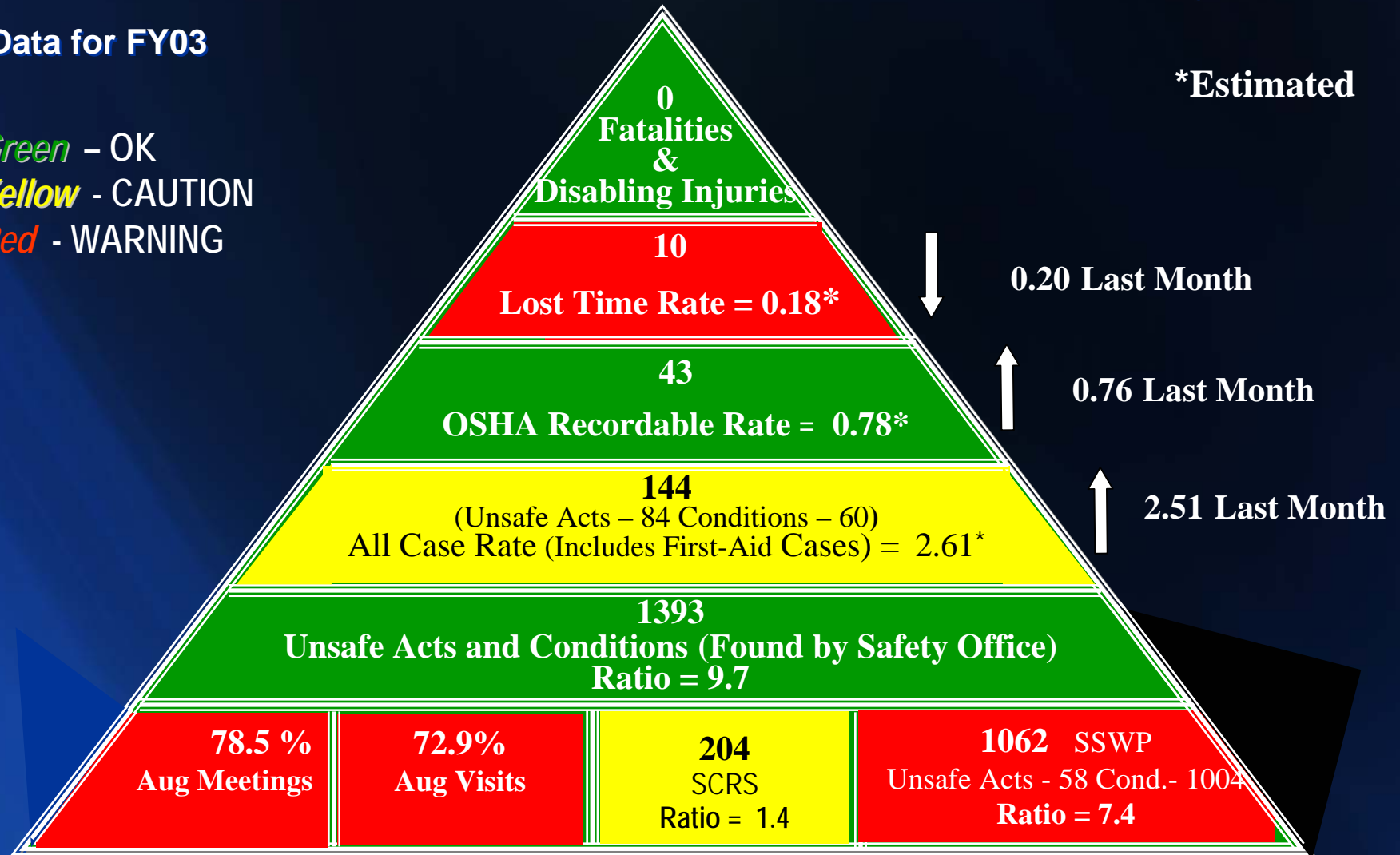
- **Personnel Safety Pyramid**
- **Leading Indicators**
- **August Safety Meetings/Visits**
- **SCRS Report**
- **Trailing Indicators**
- **OSHA Recordable Rates by Organization**
- **FY03 Lost Time Mishaps**
- **IHOPS Update Status**
- **2003 Seatbelt and Handrail Survey**
- **Workers Compensation Update**

MSFC Team Metric - Personnel Safety

Data for FY03

Green - OK
Yellow - CAUTION
Red - WARNING

*Estimated

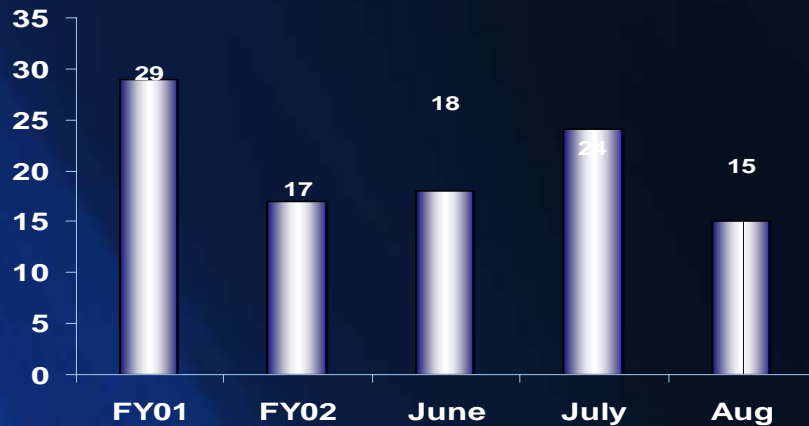


Corrective Actions for Red/Yellow Pyramid Metrics

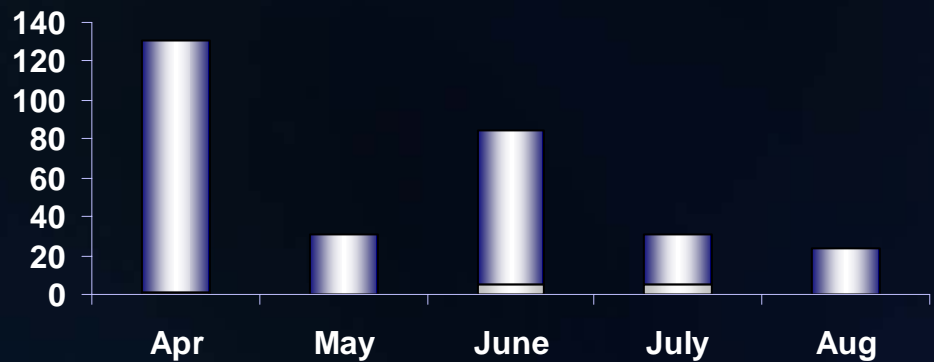
- **Lost Time Rate, All Case Rate & SCRS**
 - Continuing implementation of SHE Program corrective actions identified in past assessments
- **Supervisor Meetings and Visits**
 - None – Normally goes green by end of month
- **Ratio of SSWP Findings**
 - Developing new Safety Observation Survey for documenting Unsafe Acts

Team Metrics - Leading Indicators (08-27-03)

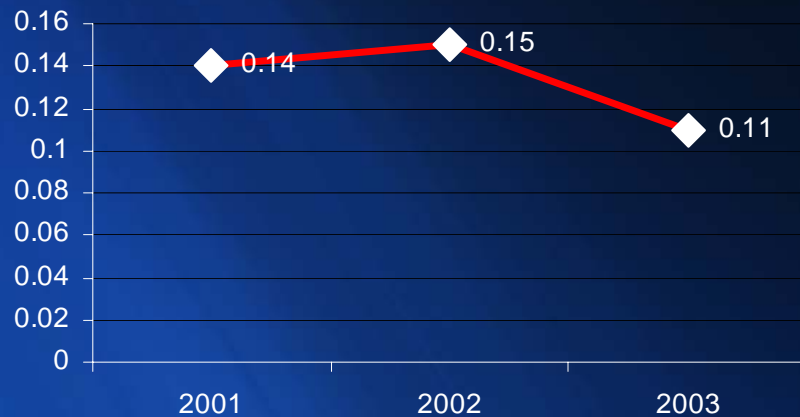
SCRS Submittals



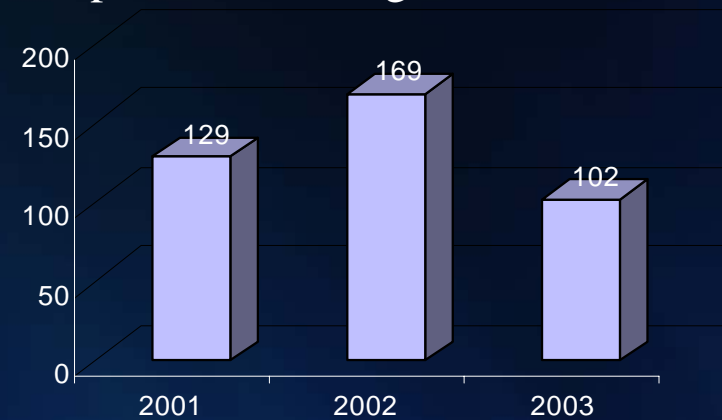
Late Corrective Actions



Supervisor Findings – Good/Bad Ratio



Supervisor Findings Per Month



March Safety Meetings and Visits (08-27-03)

HONOR ROLL - 100% both Meetings & Visits

LS (2)

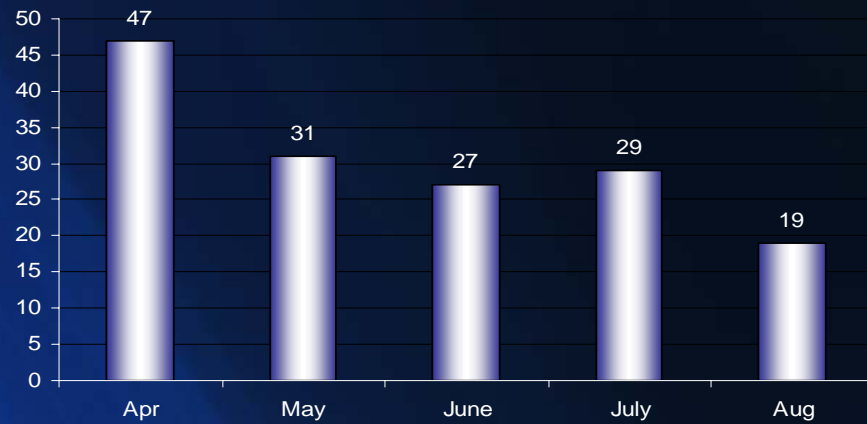
MP (21)

VS (2)

(Consecutive Months on Honor Roll)

SCRS Metrics (08-27-03)

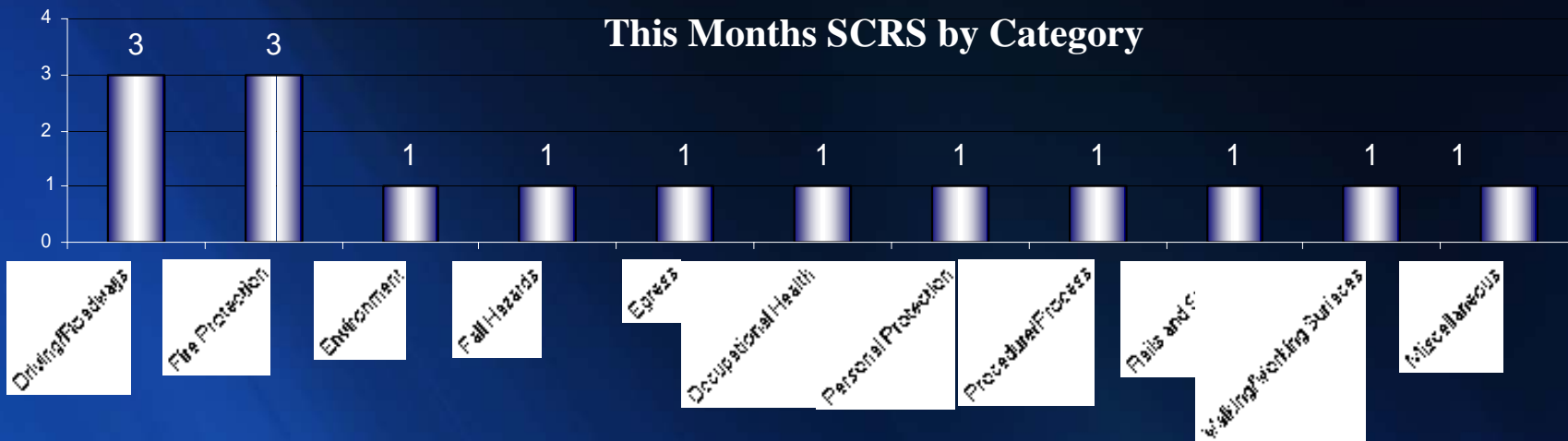
SCRS Open Over 60 Days



Late SCRS by Organization



This Months SCRS by Category



HAZTRAK Finding Status (08-27-03)

AREA	2003	Open Findings	Abatement Plans	Late Last Month	Late
AD	27	1	0	5	0
AD01	20	1	0	0	1
AD10	0	0	0	13	0
AD20	824	105	70	0	7
AD30	15	1	0	0	0
AD50	3	0	0	0	0
ARMY	5	5	0	0	3
CD	8	8	0	0	0
ED	200	23	4	2	0
FD	115	1	1	0	0
FD	0	0	0	5	0
MP	5	0	0	0	0
NSSTC	115	14	0	0	2
QS50	2	2	0	0	0
RS01	10	10	0	0	0
SD	82	22	1	0	2
TD	68	6	2	0	1
UAH	26	26	0	0	8
Totals	1525	225	78	25	24

Terminology

Open Findings - Findings that have not been Closed.

Abatement Plans – Approved interim hazard controls in place until finding can be corrected

Late – Findings open > 45 days with no Abatement Plan submitted, or Abatement Plan ECD has passed.

Mishaps - Corrective Action Closure (08-27-03)

Responsible Organization	Open Mishap Cases		Corrective Actions			
	Total	New	Total	New	Late last month	Late this month
AD01	15	0	25+	0	2	0
CD01	1	0	1	0	0	0
ED01	2	0	4	0	0	0
FD01						
LS01						
MP01						
OS01						
PS01						
QS01	1	0	0	0	0	0
RS01	1	1	0	1	0	0
SD01	1	0	1	0	0	0
TD01						
VS01						
UP01	1	0	1	0	0	0
Totals:	22	1		1+	2	0

NOTE: Greater than 20% late goes Red

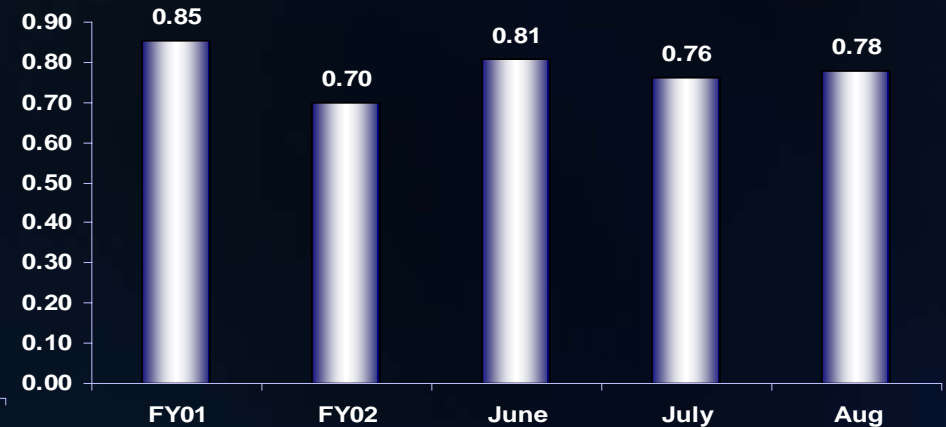
Team Metrics - Trailing Indicators (08-27-03)

Lower is Better!

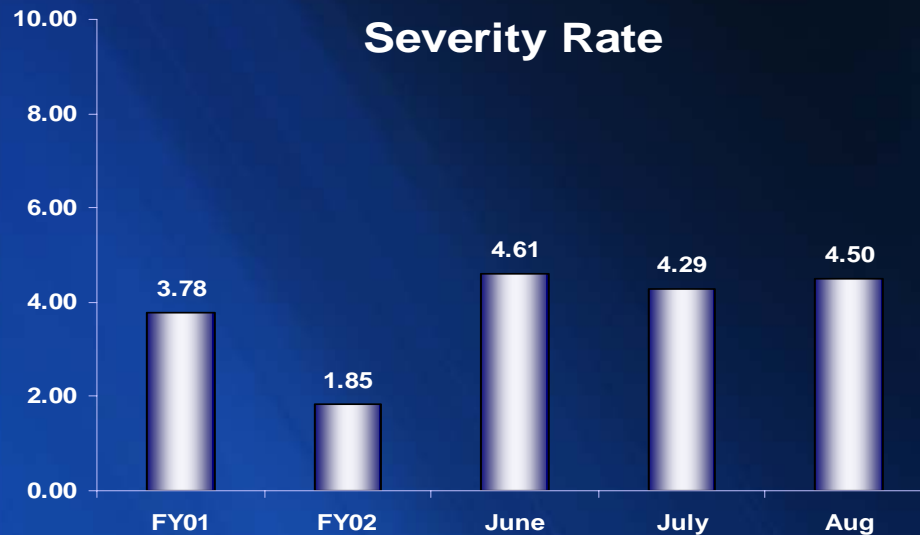
Lost-Time Rate



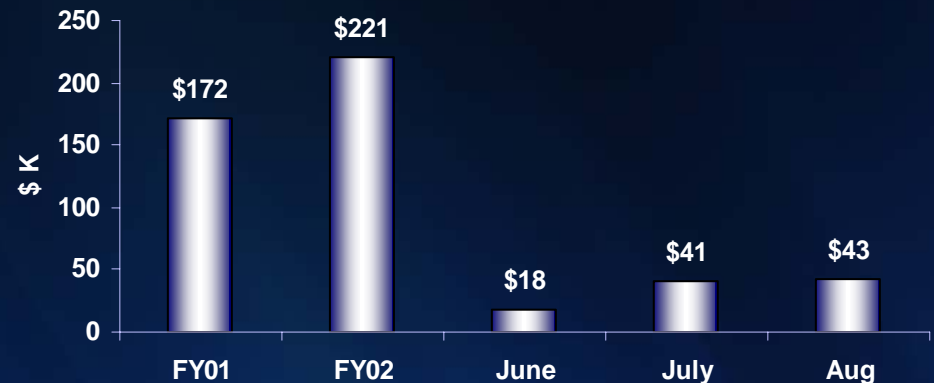
Recordable Rate



Severity Rate

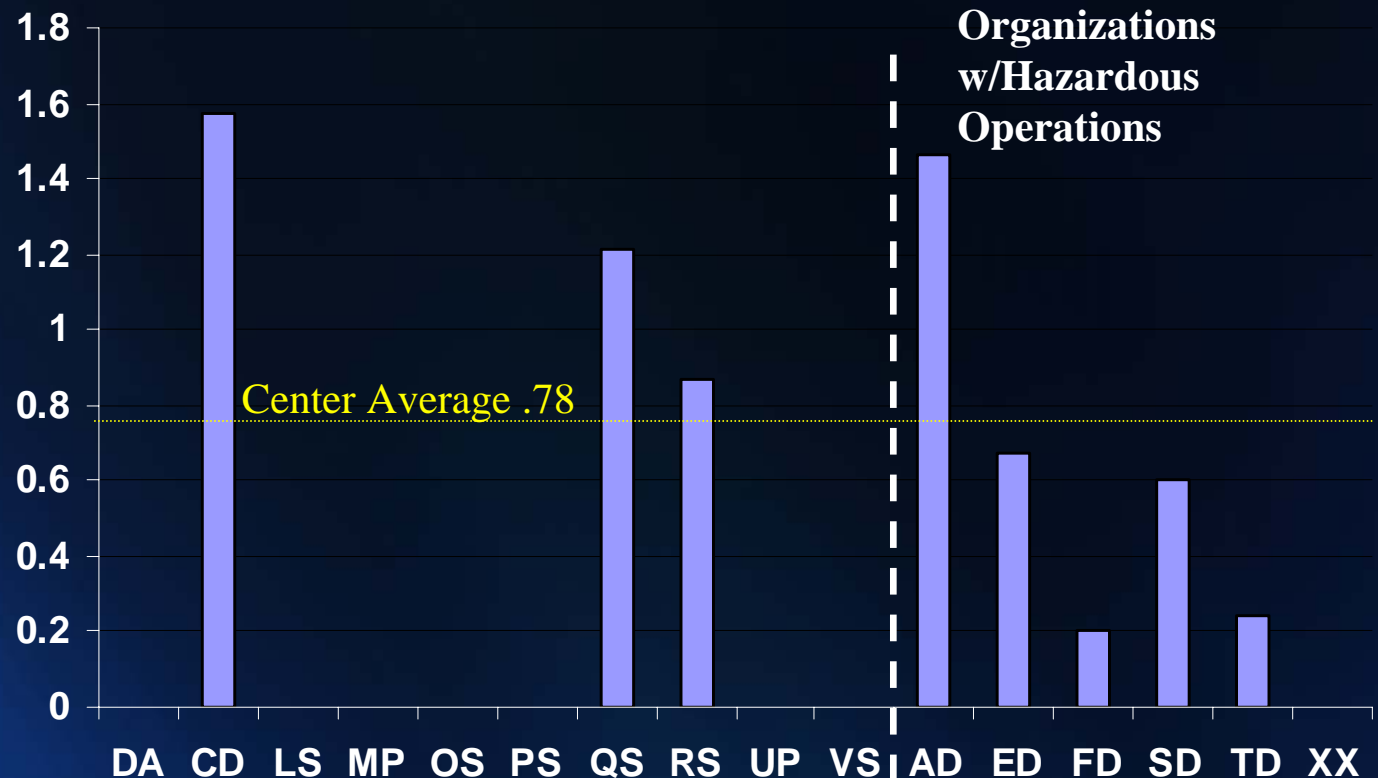


Equipment & Property Damage



FY03 OSHA Recordable Rates by Organization (Includes Contractors) (08-27-03)

ORG	Hours*
DA	22,377
CD	510,990
LS	20,579
MP	415,255
OS	8,487
PS	234,260
QS	331,646
RS	230,569
UP	242,664
VS	48,066
AD	3,423,378
ED	2,090,267
FD	1,996,968
SD	662,037
TD	827,447
XX	94,362



*Hours for Current Month Estimated

FY03 Lost-Time Mishaps (08-27-03)

New Lost-Time Cases Since Last Meeting

NONE

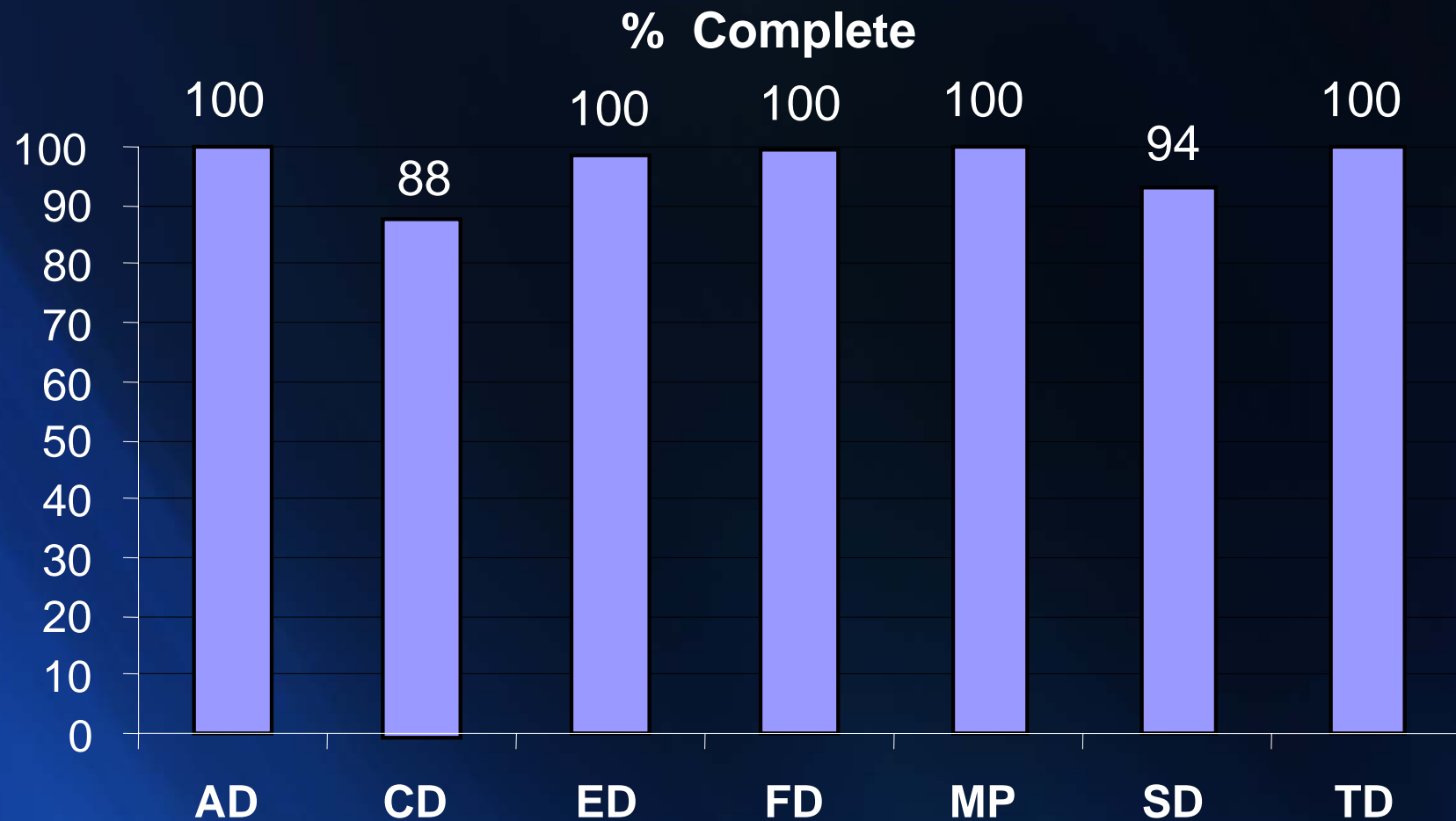
- 07/28/03 – Employee tripped on uneven sidewalk, injured arm/hand– Lost 1 day
- 06/17/03 – Employee twisted ankle on uneven pavement and fell on knee – Lost 1 day
- 06/09/03 – Employee strained back while repositioning item weighing 75 lbs. – Lost 4 days
- 03/11/03 – Employee's foot slipped, strained upper thigh – Lost 1 day
- 03/14/03 – Employee slipped and fell on freshly waxed floor, fractured arm & injured back – 118 lost days
- 02/13/03 – Employee strained back when EWS control panel pulled loose from wall – Lost 1 day
- 02/06/03 – Employee slipped and fell in hallway, injured knee – Lost 32 days
- 11/01/02 – Employee strained lower back while lifting a box – Lost 1 day + 3 restricted days
- 10/28/02 – Employee slipped and fell off sidewalk, injuring right foot – Lost 2 days
- 10/24/02 – Employee tore tendon in arm while lifting sheet metal, required surgery – Lost 90 days

Slips/Trips/Falls

Back Injury

Other

IHOPS Update Status (08/27/03)



Percentages based on updates to last years input

2003
**MSFC SEATBELT &
HANDRAIL SURVEY**

Conducted July 2003

Handrail Survey – Usage Rate

	<u>2001</u>	<u>2002</u>	<u>2003</u>
• 4200-Area Bldgs	88%	89%	92%
• 4471 (Outside)	06%	57%	33%
• 4487	69%	72%	71%
• 4610	70%	40%	71%
• 4666 (Test Area)	29%	52%	65%
• 4708	69%	72%	41%
• 4712/4755	-	-	43%
Overall Rate	57%	66%	55%

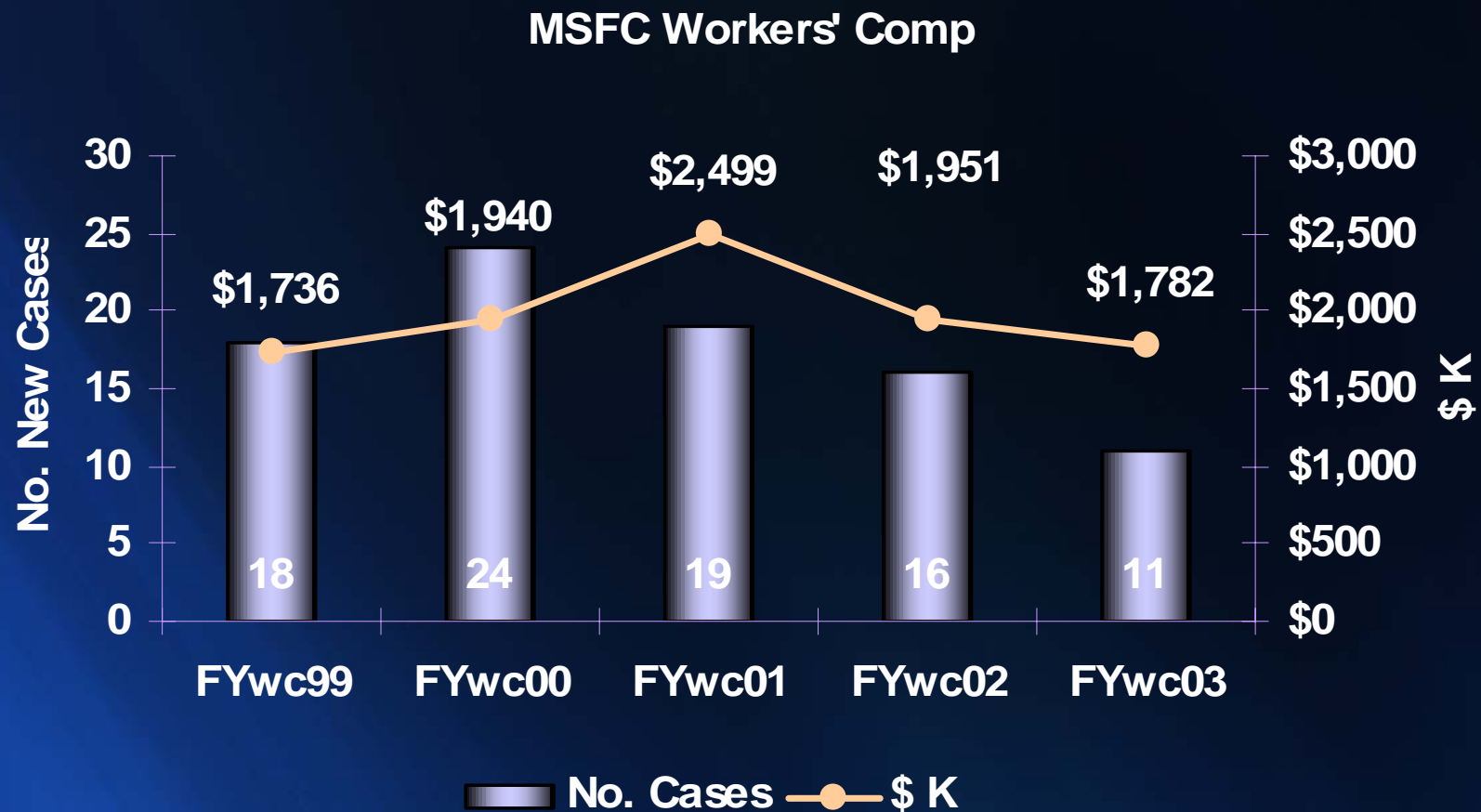
Seatbelt Survey – Usage Rate

<u>Year</u>	<u>Private</u>	<u>Service</u>	<u>Overall</u>
1992	-	-	82%
1998	-	-	77%
1999	92%	33%	88%
2001	73%	31%	64%
2002	80%	51%	71%
2003	77%	40%	61%

National Usage Rate 2002 – 75%*

*National Highway Traffic Safety Administration

Workers Compensation Trends (08-27-03)



Workers Comp Data is for MSFC Civil Service only. (Contractors keep their own data.)

Enclosure 4

SHE Committee Open Actions August 28, 2003

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
SHE-02-020	Phil Robbins presented the SHE Program Improvements Action Plan	Nance Jo Ogozalek/ED33	Actionees as Identified in Plan	Review the SHE Program Improvement Plan and provide an ECD for each assigned action.	11-13-02	06-18-03	Extended. Organizations reporting on status today.
SHE-02-023	Gaines Watts presented proposed restriction-guidelines for test area visitors. Some committee members felt this should be part of a Centerwide policy.	Nance Jo Ogozalek/ED33	Dave Spacek/QS50	Investigate the need for, and develop as required Center-wide guidelines for visitor access to hazardous areas.	11-26-02	11-25-03	Working with CaER to identify actionee.
SHE-03-007	Steve Cushman/AD35 suggested a checklist be developed for supervisors to help them identify the root cause of mishaps	Nance Jo Ogozalek/ED33	SHE Training Committee	Develop a checklist or other tools to help supervisors identify root causes of mishaps.	04-02-03	11-25-03	In work.
SHE-03-010	An attendee stated that they wished the environmental health training courses listed on the SHE page had a synopsis like others listed.	Nance Jo Ogozalek/ED33	David Thaxton/AD60 & Farley Davis/AD10	Provide a synopsis of each environmental and environmental-health training course listed on the SHE Web Page.	04-30-03	09-17-03	In work.
SHE 03-012	Steve Cushman reported that many of our safety videos at 4207 are out of date.	Nance Jo Ogozalek/ED33	Judy Milburn/QS50	Review the safety videos currently stored in 4207 and move those that are still current to the basement of 4200 so that all videos will be stored in the same place.	05-14-03	12-31-03	Jimmy Cobb reviewing videos. Copies of current videos will be moved to 4200. Original will remain in 4207 for making copies.
SHE 03-013	Kyle Daniel reported that our instruction did not provide clear testing requirements for such items as floor jacks.	Nance Jo Ogozalek/ED33	Kyle Daniel/QS50	Prepare a master list of all types of lifting equipment with the required testing requirements of each.	05-14-03	08-13-03	In Work. List completed will add to next revision of Lifting MWI
SHE 03-016	Someone at the meting mentioned the green SHE Pocket Guides. Some in the meeting indicated they had not received a copy.	Nance Jo Ogozalek/ED33	Organization Safety Representative	Make sure all support contractors for respective organization have received copies of the SHE Pocket Guide. Contact Norma Horton for more copies.	06-25-03	09-30-03	In Work Per SHE Committee Chair, action to remain open thru end of Sept., then close
SHE 03-020	Tammy Barcala raised a concern about the adequacy of evacuation chairs for physically disabled persons	Nance Jo Ogozalek/ED33	Dennis Davis/QS50 & Tammy Barcala/TD40	Re-address the availability of evacuation chairs for physically impaired employees, Center wide. Also address training requirements.	07-16-03	10-29-03	

